

## Administrative Order



**Administrative Order No.:** 2-1

**Title:** Items for Commission Action

**Ordered:** 11/6/1962

**Effective:** 12/1/1962

### **AUTHORITY:**

Section 4.02 of the Metropolitan Dade County Charter.

### **POLICY:**

It is essential that the County Manager's Office have full and accurate information on all departmental items to be placed on the agenda of the Board of County Commissioners.

Therefore, all items presented for commission action will be accompanied by, or will include, a statement of all pertinent information. All items involving an expenditure of county funds must be processed by the Budget & Analysis Division of the County Manager's Office to ascertain whether they are properly budgeted and funds are available. Agenda items must be received in the manager's office at least one week prior to the date of the commission meeting.

### **PROCEDURE:**

#### **Initiating Department:**

Department heads desiring to have an item placed on the commission agenda will prepare a memorandum, giving all pertinent information and suggesting a date that the item should be placed before the commission.

If an expenditure of county funds is involved, the budget code and the estimated cost will be included in the memorandum, the original and three copies of which will be submitted to the Budget & Analysis Division. If a budget amendment or transaction is required, the appropriate forms will also be submitted. (See A.O. No. 3-1, "Budget Amendments and Transactions.")

If no expenditure of county funds is involved, the original and two copies of the memorandum will be sent directly to the County Manager's Office.

**Budget Division:**

The Budget & Analysis Division will ascertain that the item is properly budgeted and that funds are available. One copy of the memorandum will be retained, and the original and two copies will be forwarded to the County Manager's Office.

**Note:** Agenda matters requiring approval of the Budget Division must be received by the division at least one day before they are due in the County Manager's Office.

**Law Department:**

If the item requires legal work, the County Manager will forward all documents to the Law Department. When the necessary legal work has been completed, the Law Department will return them to the County Manager.

**Note:** Because of the detailed research performed by the Law Department, all matters requiring legal service should be received by the Law Department as far in advance of the commission meeting as possible.

Routine plat and right-of-way acceptances will be sent by the Public Works Department directly to the Law Department. (See A.O. No. 8-1, "Acquisition or Lease of Real Property").

**County Manager's Office:**

Upon approval by the County Manager, the item will be placed on the commission agenda. The initiating department will be notified by the County Manager's Office of the action taken by the commission.

This Administrative Order is hereby submitted to the Board of County Commissioners of Dade County, Florida.

Irving G. McNayr  
County Manager